

- **Coastal Development Permits** (Non-Single Family Regular Only; including Amendments)
- **Conditional Use Permits** (including Regular, Minor, Amendments and Extensions)
- **Planned Development Permits** (Residential and Non-Residential)
- **Planned Industrial Permits** (including Amendments and Extensions)
- **Planning Commission Determinations**
- **Precise Development Plans**
- **Redevelopment Permits** (Major, Minor and Amendments) (A Coastal Development Permit Supplemental Application May Also Be Needed)
- **Site Development Plans** (including Revisions)
- **Special Use Permits** (including Amendments and Floodplain SUPs)
- **Structure Relocation Permits**
- **Tentative Tract Maps** (Residential And Non-Residential Planned Development Permits, and Revisions)

A proposed project requiring that multiple applications be filed must be submitted prior to 3:30 p.m. A proposed project requiring that only one application be filed must be submitted prior to 4:00 p.m.

All joint application exhibits, i.e. Tentative Map and Planned Development Site Plan should be prepared at the same scale. (Use a scale no smaller than 1" = 40'.)

The following materials shall be submitted for each application or for combined applications on a single project.

I. REQUIRED PLANS (All required plans shall be collated into complete sets, stapled together, then folded to 9" x 12" with lower right hand corner of plan visible.)

- A. SITE PLAN** – Seven (7) copies on 24" x 36" sheet(s). Ten (10) copies of the site plan shall be submitted by the applicant upon request of the project planner prior to approval of the project. Each site plan shall contain the following information:

1. GENERAL INFORMATION

- ☐ a. Name and address of owner whose property is proposed to be developed and the name, address, and phone number of the developer.
- ☐ b. Name, address, and phone number of registered civil engineer, licensed surveyor, landscape architect or land planner who prepared the maps/plans.
- ☐ c. North arrow and scale.
- ☐ d. Vicinity map showing major cross streets.
- ☐ e. Date of preparation/revisions.
- ☐ f. Project Name and application types submitted.
- ☐ g. Tentative Map number in upper right hand corner (City to provide number at time of application).
- ☐ h. All facilities labeled as "existing" or "proposed."

- ☐ i. A summary table of the following:
- ☐ (1) Street address and assessor's parcel number.
 - ☐ (2) Site acreage.
 - ☐ (3) Existing Zone and General Plan Land Use Designation.
 - ☐ (4) Existing and Proposed land use.
 - ☐ (5) Classification of lots as to intended residential, commercial, industrial or other uses.
 - ☐ (6) Number of units to be constructed when a condominium or community apartment project is involved.
 - ☐ (7) Total number of lots proposed.
 - ☐ (8) Proposed density in dwelling units per acre.
 - ☐ (9) Total building coverage.
 - ☐ (10) Building square footage.
 - ☐ (11) Percent of site to be landscaped.
 - ☐ (12) Number of parking spaces required/provided.
 - ☐ (13) Square Footage of required employee eating areas. Square footage provided (interior and exterior eating area, if applicable).
 - ☐ (14) Square Footage of open or recreational space (if applicable), for each unit and total common open space for the project.
 - ☐ (15) Area of the site which is undevelopable per Zoning Ordinance Section 21.53.230 (include the acreage in each category). If not applicable, state on the plans.
 - ☐ (16) Cubic footage of storage space (if applicable). Show location.
 - ☐ (17) Average Daily Traffic generated by the project, broken down by separate uses.
 - ☐ (18) Name of sewer, water and school district providing service to the project.

2. SITE INFORMATION

a. GENERAL

- ☐ (1) Approximate location of existing and proposed building and permanent structures onsite and within 100 feet of site.
- ☐ (2) Location of all major vegetation, showing size and type, both within the project and offsite for a distance of 150 feet. Existing onsite trees; those to be removed and those to be saved.
- ☐ (3) Location of railroads.
- ☐ (4) Legal description of the exterior boundaries of the subdivision (approximate bearings, distances and curve data).
- ☐ (5) Lot lines and approximate dimensions and number of each lot.
- ☐ (6) Lot area for each proposed lot.
- ☐ (7) Setback dimensions for the required front, rear and side yard setbacks for all structures.
- ☐ (8) Distance between buildings and/or structures.
- ☐ (9) Indicate top and bottom elevations for all fences, walls, and retaining walls. Show these elevations at each end of the wall and in the middle. Also show the worst condition elevation.
- ☐ (10) Indicate on site plan improvements and amenities for the interior and/or exterior employee eating areas, i.e. benches, tables, trash cans, etc.
- ☐ (11) Show site details for all recreation lots or areas (when applicable).
- ☐ (12) Location and dimensions of all accessways and pathways as required for compliance with Title 24 – State Accessibility Requirements.

b. GRADING AND DRAINAGE

- ☐ (1) Approximate contours at 1' intervals for slopes less than 5%; 2' intervals for slopes between 5% and 10%; and 5' intervals for slopes over 10% (both existing and proposed). Existing and proposed topographic contours within a 100-foot perimeter of the boundaries of the site. Extend contours sufficiently out from the site to adequately show the adjacent floodplain (if applicable).
- ☐ (2) Earthwork volumes: cut, fill, remedial, import and export.
- ☐ (3) Spot elevations at the corners of each pad.
- ☐ (4) Method of draining each lot. Include a typical cross section taken parallel to the frontage for lots with less than standard frontage.
- ☐ (5) Location, width and/or size of all watercourses and drainage facilities within and adjacent to the proposed subdivision; show location and approximate size of any proposed detention/retention basins.
- ☐ (6) Clearly show and label the 100 year flood line for the before and after conditions for any project which is within or adjacent to a FEMA flood plain.
- ☐ (7) Show all Best Management Practices (BMPs) to be used to reduce storm water discharge during the "use" or existing development phase.
- ☐ (8) Indicate proposed elevation in relation to sea level of the lowest floor (including basement) of all structures. [For Floodplain Special Use Permit (SUP)].
- ☐ (9) In FEMA Zone AO or VO show elevation of highest adjacent grade and proposed elevation of lowest floor of all structures. [For Floodplain Special Use Permit (SUP)].
- ☐ (10) Show proposed elevation in relation to mean sea level to which any structure will be floodproofed. [For Floodplain Special Use Permit (SUP)].

c. STREETS AND UTILITIES

- ☐ (1) The location, width and proposed name of all streets within and adjacent to the proposed project. Show street grades and centerline radii. Provide separate profile for all streets with grades in excess of 7%. Streets should be in conformance with City Standards and Engineering Department Policies.
- ☐ (2) Name, location and width of existing adjacent streets and alleys. Include medians and adjacent driveway locations.
- ☐ (3) Typical street cross sections for all streets within and adjacent to the project.
- ☐ (4) Width, location and use of all existing and/or proposed public or private easements.
- ☐ (5) Public and private streets and utilities clearly identified.
- ☐ (6) Show distance between all intersections and medium and high use driveways.
- ☐ (7) Clearly show parking stall and aisle dimensions and truck turning radii for all parking areas.
- ☐ (8) Show access points to adjacent undeveloped lands.
- ☐ (9) Show all existing and proposed street lights and utilities (sewer, water, major gas and fuel lines, major electric and telephone facilities) within and adjacent to the project.
- ☐ (10) Show all existing and proposed fire hydrants associated with the project, and all existing, off-site fire hydrants within 300 feet of the project boundary. Fire hydrants on commercial, industrial and multi-family residential sites should be installed at 300 feet intervals. Fire hydrants serving single-family residential projects should be installed at no more than 500-foot intervals. When possible, fire hydrants should be installed at street intersections on

developed side of street if single loaded. Avoid cul-de-sac installations. For installation requirements on public roadways, contact the Carlsbad Fire Department at (760) 602-4666.

d. WATER FACILITIES

- ☐ (1) Show average and peak potable water demand in gallons per minute (gpm).
- ☐ (2) Provide fire flow demand in gallons per minute (gpm); calculate using table attached to Land Use Review Application.
- ☐ (3) Provide a map or diagram showing existing and proposed on-site and off-site water pipelines, services, pressure reducing stations, fire hydrants, reservoirs and pumping stations. (These facilities must be shown within the public right-of-way or within easements to be granted to the District or the City.).
- ☐ (4) Show a looped potable water distribution pipeline (when more than 19 residences are proposed).
- ☐ (5) Show a public fire flow system (constructed as a looped pipeline system for all industrial or commercial development).
- ☐ (6) Show a private fire sprinkler system, if required or proposed; state on exhibit.
- ☐ (7) Provide a water phasing plan, if proposed.

NOTE: San Diego County Water Authority capacity charge will be collected at issuance of application for any meter installation.

e. RECYCLED WATER FACILITIES

- ☐ (1) Colored recycled water use area map (all areas proposed to be irrigated with recycled water must be clearly indicated on the map in color).
- ☐ (2) Peak irrigation or industrial water demand in gallons per minute (gpm).
- ☐ (3) Existing and proposed recycled water pipelines, services, pressure reducing stations, booster pump stations, reservoirs and pumping stations. (These facilities must be shown within the public right-of-way or within easements to be granted to the District or the City.).

f. SEWER FACILITIES

- ☐ (1) Average sewer generation in million gallons per day (mgd).
- ☐ (2) Existing and proposed sewer pipelines, laterals, and sewage lift stations. These facilities must be shown within the public right-of-way or within easements to be granted to the District or the City.
- ☐ (3) Indicate sewer facility phasing, if proposed.

NOTE: No sewer lift stations or sewer siphons may be proposed unless otherwise agreed to in writing by the appropriate District Engineer.

B. LANDSCAPE PLAN – Seven (7) copies prepared on 24" x 36" sheet(s) at the same scale as the project plans. Ten (10) copies of the plans shall be submitted by the applicant upon request of the project planner prior to project approval. The preliminary landscape plan shall contain the following information:

1. GENERAL INFORMATION

- ☐ a. Landscape zones per the City of Carlsbad Landscape Manual.
- ☐ b. Typical plant species, quantity of each species and their size for each planting zone in a legend. (Use symbols).
- ☐ c. An estimate of the yearly amount of irrigation (supplemental) water required to maintain each zone.
- ☐ d. Landscape maintenance responsibility (private or common) for all areas.

- ☐e. Percent of site used for landscaping.
- ☐f. Water Conservation Plan.
- ☐g. All applicable Fire Suppression Zones, as required by the City's Landscape Manual, are minimums. Additional requirements may apply.

C. BUILDING ELEVATIONS AND FLOOR PLANS – Seven (7) copies prepared on 24" x 36" sheet(s). Ten (10) copies of the plans shall be submitted by the applicant upon request of the project planner prior to the project approval. Each building elevation and floor plan shall include the following information:

1. GENERAL INFORMATION

- ☐a. Floor plans with square footage included.
- ☐b. All elevations of existing and proposed buildings, including signs and exterior lights.
- ☐c. Location and size of storage areas.
- ☐d. Include a scale on all floor plans and building elevations.
- ☐e. Indicate the height on all building elevations.
- ☐f. Indicate on all building elevations, compliance with Carlsbad Height Ordinance 21.04.065.
- ☐g. Indicate ceiling height or the height of the underside of the roof in any building areas intended for storage uses.
- ☐h. Indicate the California Building Code occupancy classifications of all building areas.
- ☐i. Indicate type of construction per California Building Code.
- ☐j. Disclose any building uses that will result in the presence of Acutely Hazardous Materials, Compressed Flammable Gases in excess of 1,500 pounds, Flammable Liquids in excess of 10,000 gallons, Hazardous Materials in excess of 500 pounds or 55 gallons, or compressed gas in excess of 200 cubic feet.
- ☐k. Provide documentation demonstrating compliance with City Council Policy 44 – Neighborhood Architectural Design Guidelines (if applicable).
- ☐l. ROOF PLAN: One (1) copy (plan view). Show roof design to include ridges, hips, slope direction, etc. Show location of roof appurtenances, mechanical equipment and screening. Show all roof top equipment, appurtenances, stairways or other access provisions, including those required by the applicable building, plumbing, electrical and mechanical codes. All roof mounted equipment shall be installed in accordance with Building Department Policy 80-6.

D. CONSTRAINTS MAP - One (1) 24" x 36" sheet **folded** to 9" x 12" shall include the following information: **(NOTE: This information is not required for previously graded sites and the conversion of existing structures.)** If the constraint does not apply to the property, list it on the map as not applicable. Constraint map should be the same scale as other exhibits, i.e. Site Plan, etc.

1. GENERAL INFORMATION

- ☐a. Major ridge lines.
- ☐b. Distant views.
- ☐c. Internal views.
- ☐d. Riparian or woodlands.
- ☐e. Intermittent drainage course.
- ☐f. 25 - 40% slopes.
- ☐g. Greater than 40% slopes.
- ☐h. Major rock outcroppings.
- ☐i. Easements.
- ☐j. Floodplains.

- ☐k. Archaeological sites. (Do not identify location. List in map legend if present.).
- ☐l. Special Planning Areas - Type of special planning area.
- ☐m. Biological Habitats. Indicate the location of all vegetation communities existing on the project site. (Use Modified Holland System as described in the Multiple Habitat Conservation Plan.).
- ☐n. Beaches.
- ☐o. Permanent bodies of water.
- ☐p. Wetlands.
- ☐q. Land subject to major power transmission easements.
- ☐r. Railroad track beds.

E. COLORED SITE PLAN AND ELEVATION PLAN – Not required with first submittal. It is the Applicant's responsibility to bring one (1) copy of a colored site plan and one (1) set of colored elevations to the Planning Department **by 12:00 noon, eight (8) days prior to the Planning Commission meeting. Do not mount exhibits.**

II. REQUIRED DOCUMENTS AND SUBMITTAL ITEMS

- ☐A. Completed Land Use Review Application Form.
- ☐B. Coastal Development Permit Supplemental Application (if applicable).
- ☐C. Environmental Impact Assessment Form (Fee not required with initial submittal. Fee to be determined after review of project and environmental impact assessment form.) Required for tentative parcel maps only where a significant grading is proposed. Check with Planning staff to determine if required for your application.
- ☐D. Disclosure Statement. (Not required for tentative parcel maps.).
- ☐E. Two (2) copies of the Preliminary Title Report (current within the last six (6) months).
- ☐F. Proof of availability of sewer if located in the Leucadia Waste Water District or the Vallecitos Water District.
- ☐G. Statement of agreement to waive tentative parcel map time limits. Required only when project (tentative parcel map) requires concurrent processing of planning application or environmental review.
- ☐H. All projects must evaluate their potential impacts on the regional transportation system, including the costs of mitigating the associated impacts, as required by the SANDAG Congestion Management Program (CMP).

For projects with an average daily traffic (ADT) generation rate greater than 500 vehicles per day or 200 or more peak-hour vehicle trips.

Submit two (2) copies of a Circulation Impact Analysis for the project. The analysis must be prepared by a Registered Traffic Engineer or Registered Civil Engineer. The analysis must show project impacts to all intersections and road segments identified as impacted within the included Local Facilities Management Plan or as otherwise determined in discussions with staff. The following minimum information should be included with the study:

1. 8 ½" x 11" or 8 ½" x 14" plats showing zone impacted roads, background and project AM and PM peak hour impacts and traffic distribution.
2. Project traffic generation rates and traffic assignment.
3. Necessary calculations and/or analysis to determine intersection and road segment levels of service.
4. Any proposed mitigation requirements to maintain the public facility standards.
5. On Collector streets and above, an analysis of the need for a traffic signal will be required.

"Large" projects: Any project which, upon its completion will be expected to generate either

an equivalent of 2,400 or more average daily vehicle trips or 200 or more peak-hour vehicle trips, including large projects that may have already been reviewed under CEQA but require additional local discretionary actions, is defined as a "large project" under the SANDAG Congestion Management Program (CMP) and will be subject to enhanced CEQA review as specified in the CMP.

Depending upon the complexity of the project, the City of Carlsbad reserves the right to require a traffic study on any project.

- ☐ I. Two copies of preliminary soils/geologic report for all projects with cut or fill depths exceeding 5 feet.
- ☐ J. For all condominium conversions, a signed statement by the owner stating Section 66427.1 of the State Map Act will be complied with.
- ☐ K. For all condominium conversions, a letter from San Diego Gas and Electric stating that plans to convert the gas and electric system to separate systems have been submitted and are acceptable.
- ☐ L. For all condominium conversions, one (1) copy of a compliance inspection performed by the Building Department. (Separate fee required.).
- ☐ M. For projects larger than 1-acre, a Preliminary Hydrology Study including map and calculations to demonstrate capacity/sizing of proposed and existing storm drain infrastructure. Show before and after discharges to each included drainage basin. Depending upon the complexity of the project, a Preliminary Hydrology Study may be required on any project.
- ☐ N. Two copies of a completed and signed "Storm Water Standards Questionnaire". This form can be found on the City's website: <http://www.carlsbadca.gov/business/building/Documents/E-34.pdf> (Distribute copy to Engineering).
- ☐ O. If, when completing the Storm Water Standards Questionnaire, the project is defined as a "**Priority Project**," submit a preliminary Storm Water Management Plan (SWMP) prepared in accordance with the City Standard Urban Storm Water Mitigation Plan (SUSMP) per the City of Carlsbad Engineering Standards.
- ☐ P. Completed "Project Description/Explanation" sheet.
- ☐ Q. Signed "Notice of Time Limits on Discretionary Applications."
- ☐ R. Noise study consistent with City of Carlsbad Noise Guidelines Manual.
- ☐ S. Biological resource, cultural resource, and/or other environmental studies that are necessary to make an environmental determination (i.e. EIR, Negative Declaration or Exemption) and to determine compliance with the HMP.
- ☐ T. Signed "Hazardous Waste and Substance Statement" form.
- ☐ U. Provide color board(s) (no larger than 9" x 12"), showing building materials and color samples of glass, reveals, aggregate, wood, etc.
- ☐ V. Photographs of the property from the north, south, east and west.
- ☐ W. Digital copy of Tentative Map along with required number of hard copy maps.
- ☐ X. Fees: See Fee Schedule for amount.
- ☐ Y. [Early Public Notice Package.](#)

III. SPECIFIC PROJECT REQUIREMENTS

☐ A. **For Density Bonus Projects:**

1. A letter signed by the present owner stating what specific incentives are being requested from the City. For any development standards modification or other additional incentive requested, the applicant shall submit a project pro-forma to demonstrate that the standards modification or other requested incentive is necessary to make the project economically feasible.

2. A detailed vicinity map showing the project location and such details as the location of the nearest commercial retail, transit stop, potential employment locations, park or recreation facilities or other social or community service facilities.
3. For condominium conversion requests, a report documenting the following information for each unit proposed to be converted: the monthly income of tenants of each unit throughout the prior year, the monthly rent for each unit throughout the prior year and vacancy information for each unit throughout the prior year.
4. Identify the number and location of lower income dwelling units.

☐ **B. For Senior Citizen Housing Projects:**

1. A letter signed by the present owner stating what specific incentives are being requested from the City. For any development standards modification or other additional incentive requested, the applicant shall submit a project pro-forma to demonstrate that the standards modification or other requested incentive is necessary to make the project economically feasible.
2. A detailed vicinity map showing the project location and such details as the nearest market, transit stop, park or recreation area, medical facilities or other related uses or services likely to be patronized by senior citizens.
3. Five (5) copies of floor plans for each different type of unit indicating a typically furnished apartment, with dimensions of doorways, hallways, closets and cabinets.
4. Five (5) copies of floor plans showing any common areas and accommodations.
5. Identify the number and location of lower income inclusionary dwelling units.
6. A plan for monitoring age restrictions for all units and income restrictions for designated inclusionary units.

☐ **C. In-fill Residential Projects:**

Infill Residential Projects with two or more dwelling units that: (1) require a discretionary permit (i.e. Non-Single Family Regular CDP, Redevelopment Permit or Site Development Plan) and (2) are bordered on a minimum of two sides (property lines) by existing single family residential development shall be required to:

1. Post project notices on the project site pursuant to Planning Department Administrative Policy No. 37.
2. Submit project photo-simulation exhibits to the Planning Department upon determination that the project application is complete. The photo simulation exhibits should be scaled representations of the project, as viewed from adjacent streets and adjacent developed single-family residential properties.

☐ **D. Wireless Communication Facilities:**

Wireless Communication Facilities (WCF) are allowed in all zones with the approval of a conditional use permit (CUP) or minor conditional use permit (MCUP). See the applicable Zone and Zoning Ordinance Section 21. 42.140 B. 165 for details.

All proposed WCFs shall follow the City's guidelines (see City Council Policy No. 64, Wireless Communication Facilities) in the review of CUPs and MCUPs for new wireless facilities as well as extensions and amendments to CUPs and MCUPs for existing installations. This policy applies to all commercial providers of wireless communication services. It does not apply to amateur (HAM) radio antennas and dish and other antennas installed on a residence for an individual's private use.

Notes on submitting applications for new or existing WCFs:

1. Submittals for new and amended WCFs shall follow the application requirements outlined elsewhere in this handout plus the specific WCF submittal provisions of City Council Policy 64, including the Application and Review Guidelines.

2. For extensions of existing CUPs and MCUPs, or for existing CUPs proposing to convert to MCUPs, only one set of project plans, rather than multiple copies, needs to be submitted. The one set of plans may be copies of those already approved. **Applicants are encouraged to talk with staff before submitting an application to convert a CUP to a MCUP.**
3. Per Performance Guideline 5 of City Council Policy 64, a report demonstrating compliance with FCC RF Exposure Guidelines must be submitted with each time extension or amendment request and, for new WCFs, within six (6) months after the issuance of occupancy.

All WCF applications are evaluated or re-evaluated to assess consistency with City Council Policy 64, including the appropriateness of the existing facility's technology, and the applicant must document that the WCF maintains the technology that is the smallest, most efficient, and least visible and that there are not more appropriate and available locations for the facility, such as the opportunity to collocate or relocate to an existing building.

☐ **E. Flood Plain Special Use Permits:**

1. Two (2) sets of the hydrology and hydraulic calculations. Include HEC-1 and HEC-2 computer printouts with appropriate annotations to clarify readouts.
2. Two (2) copies of all required certifications listed in Section 21.110.150(4) of the Municipal Code signed and sealed by a registered Civil Engineer or other appropriately licensed professional.

☐ **F. Commercial/Visitor-Serving Overlay Zone:**

1. Prior to filing an application for a Conditional Use Permit for a Commercial/Visitor-Serving use within the Overlay zone, the applicant shall make a Preliminary Review (Pre-filing) submittal.
2. Projects within the Commercial/Visitor-Serving Overlay Zone shall submit a proposed sign program as part of this application. The program shall be provided as separate exhibits and should include the following information: proposed sign location, dimensions, area, materials, sign copy and colors.

NOTE: WHEN THE APPLICATION IS TENTATIVELY SCHEDULED TO BE HEARD BY THE DECISION MAKING BODY, THE PROJECT PLANNER WILL CONTACT THE APPLICANT AND ADVISE HIM TO SUBMIT THE PUBLIC HEARING NOTICE PACKAGE INCLUDING THE **RADIUS MAP, TWO SETS OF THE PROPERTY OWNERS LIST AND LABELS.** THE APPLICANT SHALL BE REQUIRED TO SIGN A STATEMENT CERTIFYING THAT THE INFORMATION PROVIDED REPRESENTS THE LATEST EQUALIZED ASSESSMENT ROLLS FROM THE SAN DIEGO COUNTY ASSESSOR'S OFFICE. THE PROJECT WILL NOT GO FORWARD UNTIL THIS INFORMATION IS RECEIVED.